



## HUMAN RESOURCES BOARD

Meeting Minutes  
Monday, June 6, 2011

### Opening:

The regular meeting of the Human Resources Board was called to order at 4:06 p.m. on Monday, June 06, 2011 in the City Hall 5<sup>th</sup> floor large conference room by Chair Art Butler.

### Present:

Art Butler  
Bob Gordon  
Erin House  
Jackalyn Rawlings  
Norman Powell  
Sonya Dew  
Woodie Rucker-Hughes  
Colene Torres  
Jeremy Hammond  
Rhonda Strout

### Excused Absence:

Cynthia Baca  
Robin Treen

### Unexcused Absence:

### Guests:

Brent Mason – Finance Director

**Public Comment Period:** Mary Shelton addressed the Board.

### A. Approval of May 02, 2011 Minutes

Approved: Erin House  
Second: Norman Powell  
Ayes: All

### B. Agenda Items

#### 1. Departmental Presentation – Brent Mason, Finance Director

- A verbal overview of the Finance Department was provided to the Human Resources Board by Finance Director Brent Mason. Handouts presented included a divisional breakdown of functions along with an organizational chart and verbal examples of doing more work with fewer positions. Mr. Mason described the department as “compliance orientated.”
- Finance Director Brent Mason discussed the internal promotional changes that recently occurred in the Finance Department.
- Chair Art Butler had questions about the City’s training program and requested that the City’s Safety Officers present to the Board so that the Board can get a clear understanding of what they do and what organizations they are involved in.
- Mr. Mason informed the Board that the Finance Department takes advantage of the internal training offered by the Human Resources Department.

## **2. Human Resources Director Updates – Jeremy Hammond, Deputy Human Resources Director**

- Deputy Human Resources Director Jeremy Hammond informed the Board that the Human Resources Department will relocate to the 2<sup>nd</sup> floor in City Hall later this month.
- As a follow-up to a question raised at the May Board meeting, Deputy Human Resources Director Jeremy Hammond informed the Board that labor negotiations are exclusively the preview of the Council.
- The Human Resources Board was informed that the Library Director recruitment is underway and there are three (3) top candidates.
- Deputy Human Resources Director Jeremy Hammond informed the Board that the Wellness Event that was held on June 2<sup>nd</sup> hosted by the Human Resources Department was a success. There were over four hundred twenty employees in attendance.

## **3. Discussion of Summer Schedule – Art Butler, Chair**

- The HR Board decided to go dark for the months of July and August.
- Board Member Erin House motioned to approve the meeting calendar with a second by Board Member Woodie Rucker-Hughes. The motion passed unanimously.

## **4. Issues for Future Discussion – Art Butler, Chair**

- The HR Board requested that the topic of personnel investigations be added to the September 5<sup>th</sup> agenda.
- Chair Art Butler requested that item number six (6) Discussion of Board's Role Clarification be placed on a future agenda.
- Board Member Woodie Rucker-Hughes requested that an item be placed on the agenda to discuss the SWEP Program.
- Chair Art Butler requested that an item regarding closed session be placed on every agenda.

**Next Meeting:** September 5, 2011, City Hall 5<sup>th</sup> Floor Large Conference Room.

**Adjournment:** Meeting was adjourned at 5:06 p.m. by Chair Arthur Butler.

Minutes submitted by: Colene Torres \_\_\_\_\_